

CITY OF BURBANK

REVENUE MANAGER

DEFINITION

Under general direction, to manage and provide professional duties related to the City's revenue management programs; and perform related work as required.

ESSENTIAL FUNCTIONS

Manages the City's revenue by conducting revenue analysis, surveys, projections, and financial data comparisons; summarizes research in quarterly reports; utilizes statistical analysis to forecast revenue and identify revenue opportunities; oversees Citywide accounts receivable and collections; monitors long-term financial projections; develops, prepares, and maintains a variety of financial statements and statistical reports; analyzes and interprets accounting and/or audit reports; manages the FEMA recovery process to act as liaison between the Finance Department and other departments; make independent judgments and decisions based upon standard policy and/or procedures; advises departments and the public on all revenue related issues; develops goals, plans, and implements new procedures for revenue administration; reviews, analyzes, and applies legislation as it relates to revenue; assists budget staff with revenue estimates; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary action as needed, up to and including termination; may act as the Financial Services Director in their absence.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles and practices of revenue management, municipal accounting and auditing, financial record-keeping, and/or internal controls; intergovernmental relations; reporting and disclosure requirements; principles and practices of sound personnel management and supervision.
- Skill in – interpreting and applying relevant city, county, state, and federal statutes, rules and regulations governing public finance and accounting; exercising independent judgment and discretion; interpersonal communications with effective and tactful interaction with a culturally diverse population; customer service; operating modern desktop computers and associated software, including programs associated with municipal finance.
- Ability to – understand, interpret, and apply laws and regulations governing public agency revenue management; supervise, train, mentor, and evaluate personnel; prepare written reports; prepare and analyze financial statements and statistical reports; manage records, systems, and procedures to ensure internal control of revenue operations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a degree in business administration, accounting, public administration, or a related field and four years of experience in budget or revenue administration, including one year at the supervisory level. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.